# Attorney Information System (AIS) New Account Registration Quick Reference Card

### **Overview**



The Attorney Information System (AIS) is a secure, comprehensive information database for Maryland lawyers available online. AIS brings together information from various Maryland agencies involved in regulating the legal profession in one comprehensive system.

**NOTE:** Registration is required to use AIS.

#### Use AIS to:

- Pay your annual Client Protection Fund assessment when invoiced each year.
- Verify your Tax Identification Number (TIN) each year.
- Report on Pro Bono and IOLTA Starting July 10, 2019.
- Obtain Subpoena forms.
- Review and update your contact information.
- Review your Maryland Attorney status.
- Review any administrative and/or disciplinary actions taken by the Supreme Court of Maryland.

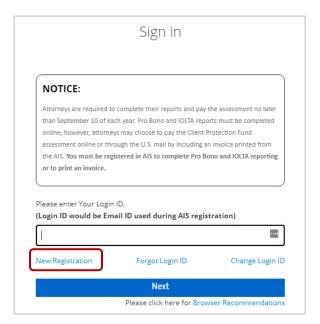
## 1. Information needed for Registration:

- a. Your 10-digit Attorney ID Number
  - i. Previously referred to as your Client Protection Fund (CPF) Number.
  - ii. Find your number at: <a href="http://mdcourts.gov/lawyers/attylist.html">http://mdcourts.gov/lawyers/attylist.html</a>.
- b. The last 6-digits of your (SSN) Social Security Number; and
- c. A valid email address This address will be used by AIS to send notifications and reminders. (Type in the email address. DO NOT CUT AND PASTE to enter the email address as this can cause problems.).
  - *i.* The email address will become your login ID and will be used for correspondence to you from the AIS system.

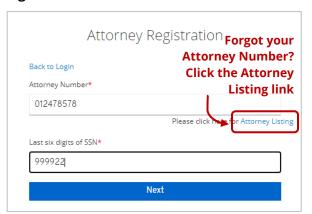
Take the following steps to register for a new account in AIS.

Registering for a New AIS Account

- Navigate to the Attorney Information System
   (AIS) portal at
   <a href="https://jportal.mdcourts.gov/aisattorneyportal/security/login.xhtml">https://jportal.mdcourts.gov/aisattorneyportal/security/login.xhtml</a>.
- 2. The **AIS Sign** in page will display. Click the **New Registration** link at the bottom left.



The Attorney Registration page will display.
 Enter your Attorney Number and last six (6) digits of SSN.



4. Click the **Next** button.

 The Attorney Registration page will display. Enter your attorney number, first and last name, and email address in the required (\*) fields.



- 6. Enter a password in the **Password** field and again in the **Confirm Password** field using the following requirements:
  - A minimum of 12 characters
  - At least 1 Upper case letter
  - At least 1 Lower case letter
  - At least 1 Number



AIS passwords expire every six (6) months

7. Click the **Submit** button and a notification will display.



Your registration is not complete. An email has been sent to you with further instructions. If you do not receive your email within a few minutes, please check your Spam/Junk folders.

8. An email with a password reset link will be sent to the email address listed. Click the link in the email to complete your AIS registration.

Subject: Maryland Judiciary Attorney Information System - complete the registratio

We have received your online request for access to the Maryland Judiciary Attorney request but require you to click the link below to complete the registration process.

Click here to complete your AIS registration

#### (This link will expire in 1 hour).

Please do not reply to this e-mail as it is generated from an automated system. If yo content, please contact the Maryland Judiciary Service Desk at 410-260-1114.

Thank you.

The Attorney Information System (AIS) Support Team



The link will expire in one hour from receipt of the email.

 A confirmation message will display. Select the Click here to proceed link to confirm the validity of the email address.

Confirm validity of e-mail address @mdcourts.gov.

Confirm validity of e-mail address

@mdcourts.gov.

» Click here to proceed

10. A notification will display indicating the account is set up.

Your account has been updated.

Your account has been updated.

11. If desired, navigate back to the **AIS Sign in** page and log in with the new Login ID and password.

## **Getting Help**



For assistance with AIS, contact JIS Support @ 410.260.1114 or <a href="mailto:mdcourts@service-now.com">mdcourts@service-now.com</a>.